

## **THE TOWNSHIP OF BRIDGEWATER**

### **POSITION OPENING**

**Title of Position**

**Part –Time Office Assistant**

**Reports To**

**Director of Human Services**

#### **Responsibilities**

Under the supervision of the Director of Human Services, this part-time position provides a variety of office support duties for the various Departmental Divisions and supplies information and offers assistance to the general public.

#### **Representative Duties**

- Perform a variety of office support duties; type and prepare correspondence, maintain files, records and databases; schedule appointments, meetings and activities; collect fees and prepare receipts; perform special projects as assigned.
- Answer, screen and direct telephone calls from the general public; receive and direct visitors; answer guest inquiries and provide information concerning programs and schedules.
- Provides coverage assistance as necessary in the Division of Health, Division of Recreation and Senior Citizens Center.
- Perform related duties as assigned.

Hold a valid drivers license.

Candidates with mental or physical disabilities are eligible to apply as long as they can perform the essential functions of the position after reasonable accommodation is made for their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible. Bridgewater Township is an Equal Opportunity Employer.

**Hour Rate:** Commensurate with Experience

Interested individuals should submit resume to Candy Burgess, Human Resources, Township of Bridgewater, 100 Commons Way, Bridgewater, New Jersey, 08807.

Posted: September 8, 2015

Removed: September 21, 2015